

## Meeting Minutes

### System Development Life Cycle (SDLC) Workgroup Introductory Meeting

**DAY:** Monday, June 21<sup>st</sup>, 2010

**TIME:** 9AM-10:30AM

**LOCATION:** EPMO HQ 333 Six Forks Rd – 3<sup>rd</sup> Floor – Conference Room #1

<b>Meeting Called By:</b>	Gaye Mays & Linda Lowe
<b>Meeting Purpose:</b>	Kickoff the workgroup by introducing members, preparing a draft charter and organizing the overall effort to position the group to move forward.
<b>Attendees:</b>	Chris Cline, Community Colleges (unable to attend) Beau Garcia, Department of Insurance Paul Jarmul, Department of Revenue Ronda Jones, Department of Public Instruction Dimple Katira, Information Technology Services Linda Lowe, Statewide Enterprise Project Management Office Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Sreenadha Vaka, Department of Health & Human Services

## Agenda Topics Discussed

1. EPMO Customer Satisfaction Survey Results – Comments from the EPMO survey indicated that a workgroup to streamline processes for the various project types would be beneficial and improve project results. An example comment is as follows:  

“The process needs to be more streamlined – combine deliverables, simplify the review process to speed it up and help the PMs improve results”
2. Background & Special Interests in SDLC processes/topics – each team member provided feedback on their background and the areas they would like to see improved/simplified. The work group is a diverse group with pertinent experience and background. Areas of focus include:
  - Agile methodology does not fit well into the gate approval process and PPM tool
  - Agile developers do not want to complete detailed documentation
  - How can Agile processes be applied to O&M
  - The Technical Architecture System Design Document (TASD) needs improvement/clarity – agencies are not clear on what the A&E area is really looking for. The team will review the Architecture Review Process Presentation developed by the A&E group and invite members of that team to participate in a working session. Examples of completed TASD deliverables would add significant value to PMs.
  - Difficulty using the EPMO staffing plan template
  - Lack of resource management tools to forecast and analyze capacity (although DOT does have SAP PS Tool and ITS has a new Resource Management Tool that looks promising)
  - Lack of visibility to see what other agencies have already done and plan to do (projects, applications, services, tools, software licenses that could be leveraged, etc.) to reduce cost and repetitive effort at a statewide level
  - Lack of project prioritization at the agency level
  - Need for a check list for each type of development project to help improve quality and outcomes i.e. common framework & expectations
3. Work Group Structure – the team reviewed the EPMO Work Group Structure document and were Ok with the areas outlined (see attached).
4. Draft Workgroup Charter – the above focus items were discussed as being the framework for the team charter. We plan to pick up here in the next meeting.
5. Schedule Upcoming Meetings – the next meeting will be held at the Dept. of Insurance; date TBD

### Action Items:

- 1) Everyone will send Linda available 2-hr time blocks from July 6 through July 19 to facilitate scheduling the next meeting – OPEN
- 2) Everyone who has any free time to devote before the next meeting can take a look at the elements in the straw man charter (below) and jot down ideas for discussion at the next meeting - OPEN
- 3) Paul will forward a link to a presentation given by his wife on automating SDLC along with the URL for the RTP Agile Meetup group (meets monthly) - OPEN
- 4) Beau will forward a copy of the DOI IT plan to the team - OPEN
- 5) Linda will send contact information for work group folks (included in meeting notes below) – COMPLETE



## **Survey Finding: Improve recognition of project models and software development life cycles such as Agile**

Overview	Project management involves many common elements and the software development life cycle continues to evolve. The EPMO should provide best practices and share knowledge across the agencies on project models.
Benefits	<ul style="list-style-type: none"> <li>• Better understanding of what works well for different types of projects.</li> <li>• EPMO and agencies become proactive about project management instead of reactive.</li> </ul>
<b>Action Plan</b>	
Develop best practices for software development life cycles such as waterfall, agile and infrastructure projects.	Create an agency workgroup to develop best practices for the life cycles include <b>waterfall</b> and <b>agile</b> software development as well as <b>infrastructure</b> projects.

## **Possible “Straw Man” Charter Elements to Build Upon**

<p>What does the group expect to accomplish together?</p> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Goals</li> <li>• Priorities</li> </ul>	
<p>What are reasonable expectations for members of the group?</p> <ul style="list-style-type: none"> <li>• Availability / time commitments</li> <li>• Roles and responsibilities within group (and subgroups)</li> <li>• Constraints</li> <li>• Assumptions</li> </ul>	
<p>Possible subgroups for SDLC flavors</p> <ul style="list-style-type: none"> <li>• Waterfall</li> <li>• Agile</li> <li>• Infrastructure</li> </ul>	

<ul style="list-style-type: none"> <li>• Other?</li> </ul>	
<p>Communication</p> <ul style="list-style-type: none"> <li>• Work Group Contact List with phone numbers and eMail addresses</li> <li>• Best mode for communicating?</li> </ul>	
<p>Meetings</p> <ul style="list-style-type: none"> <li>• Frequency</li> <li>• Venue</li> <li>• Mode (dial-in vs, face-to-face)</li> <li>• Time management</li> <li>• Tracking Accomplishments</li> <li>• Handling Action Items/Issues</li> <li>• Note Taking</li> <li>• Side Conversations</li> <li>• etc.</li> </ul>	
<p>Deliverables with Rough Milestones</p>	
<p>3 -5 Success Factors</p>	

Work Group Contact List			
Name	Agency	Office Phone	Office eMail
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